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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Management Staff  
 Attention: [REDACTED]  
 FROM : Acting Chief, Personnel Division  
 SUBJECT: Revision of Table of Organization for the Office of Collection and Dissemination

DATE: 22 June 1950

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1. Reference is made to attached recommendation of the Office of Collection and Dissemination, memorandum dated 15 June 1950, subject as above.

2. This Division has reviewed the proposal of OCD and concurs in the advisability of simplifying T/O entries. Prevailing practice of utilizing coupled jobs to recognize a "trainee" level and a full operating level is no longer considered essential for T/O purposes. When the use of a "trainee" level or a position otherwise restricted in operating responsibility becomes necessary, such position can be established as a "block job" without appearing on the T/O.

3. In addition to "trainee" jobs or jobs established to enable personnel to obtain Civil Service Status, it is noted that one other type of coupled job appears on current T/O's. An example is the alternate allowance in OCD Library of the position of Asst. Chief, Library Division, GS-13, or the position of Chief, Field Survey Branch, GS-13. It is believed that this type of entry should appear on the T/O only in rare instances such as when the mission of an organization fluctuates in such a manner that it is reasonable to expect that both jobs will be required in the near future. If the position of Chief, Field Survey Branch (currently inactive) were removed from the T/O, it could be reinstated when required without undue delay to the OCD.

4. Reference recommendations for the Liaison Division T/O, an inconsistency is noted in the recommended treatment of State and CIA Branches as opposed to Army-Air Force and Navy-Non-IAC Branches. Jobs in the former branches are incumbered at the full operating grade levels; in the latter branches incumbents evidently still are at the "trainee" levels. At such time as the latter branch positions concerned are reviewed by the Classification and Wage Administration Branch, it is believed that a single grade can likewise be established for each position. However, no objection is raised to continuing dual levels for these jobs on a temporary basis.

CONCURRENCE:

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Approved

William J. Kelly, Personnel Director

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